

Checklist for CAPT Submissions

- Chair's cover memorandum to include:
 - Description of departmental search/review process with commentary
 - Brief resume of candidate with evaluation of candidates impact on field of expertise (for unmodified, research, and clinical educator pathways where the modifier follows the academic rank)
 - Description of candidate's professional recognition
 - Evaluation of candidate's contributions to department and School of Medicine objectives
- Curriculum vitae bibliography
- Abbreviated curriculum vitae (for Board of Regents)
- Candidate's statement of scholarly work (for unmodified and research faculty ranks)
- Memorandum from departmental search/review committee
- List of individuals contracted for letters of evaluation with comment on missing responses
- Letters of evaluation
- Memoranda from chairs/directors where candidate has secondary appointments
- Maximum of four reprints